

CalJOBSSM Tips and Tricks

CalJOBSSM Operations Unit and
CalJOBSSM Education and Development
Unit

CalJOBSSM User Group Meeting
November 2016

LET'S



FINISH

THIS



Events Calendar – Print Roster

- Use the rosters available with the event.

CaJOBSSM

Welcome to My Staff Workspace Rianna Rose.
This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item, or select another function from the menu on the left hand side of the screen.

Quick Search
Enter Search...

My Staff Workspace
My Staff Dashboard
My Staff Resources
My Staff Account
Directory of Services

Schedules
Appointment Calendar
Events Calendar

My Staff Dashboard | [My Staff Resources](#) | [My Staff Account](#) | [Directory of Services](#)

My Correspondence
Letters
Correspondence Templates
[Enter the Correspondence Center](#)

My Calendar
November 2016
S M T W T F S
30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 1 2 3
4 5 6 7 8 9 10
0 New Appointments
17 Upcoming Events
[Enter the Appointment Center](#)

My Messages
Unread Messages
Read Messages
[Enter the Message Center](#)

Surveys
By participating in the following

Calendar View
Detailed List View

Change Appearance: Windows7

<	>	today	Nov, 2016	Day	Week	Month
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 Nov	2	3	4	5
6	7	8	9	10	11	12

Detailed List View

November 2016

Current Month/Year

11/7/2016

8:00 AM - Job Fair Nov 7, 2016



No events found.

Add Event

Print Current View

Print Roster(s)

Print Detailed Roster

Print Sign-in Roster

Close

Events Calendar – Detailed Roster

Event ID: 3884
Title: Job Fair Nov 7, 2016
Schedule Type: One Time
Event Date: 11/7/2016
Start Time: 8:00 AM
End Time: 5:00 PM
Recurs: Never
Event Staff/Moderator: Rianna Rose
Presenter(s):

LWIA/Region: Golden Sierra Job Training Agency
Office: 16000 ROSEVILLE/Auburn
1880 Sierra Garden Drive,
Ste 100
Roseville, CA 95678
Event Location: 1880 Sierra Garden Drive,
Ste 100
Roseville, CA 95678

Last Name	First Name	SSN	Phone	Status	Attended
Chipmunk	Alvina	7654	(916) 555-1234	Registered	<input type="checkbox"/>
Day	Kellie	6206	(530) 530-5300	Registered	<input type="checkbox"/>
Tulip	Mckenzie	2523	(916) 555-9394	Registered	<input type="checkbox"/>

Total Users: 3

Registered: 3

Attended: 0

Seats Remaining: 17/20

Events Calendar – Sign-In Roster

California Workforce Services Network Event Roster

Title: Job Fair Nov 7, 2016	Event Location: 1880 Sierra Garden Drive, Ste 100, Roseville, CA 95678	
Event Date: 11/7/2016	Start Time: 8:00 AM	End Time: 5:00 PM
Event Staff/Moderator: Rianna Rose	Presenter(s):	

Last Name	First Name	Signature	Notes
Chipmunk	Alvina		
Day	Kellie		
Tulip	Mckenzie		

My Staff Account – Preferences

Case Notes Sort Order

Individual:

None Selected

Employer:

None Selected

Provider:

None Selected

Auto Assist options for Individuals or Employers:

☐ When Searching for Individuals or Employers results in one record, display the search result list

☐ When Searching for Individuals or Employers results in one record, go directly to Individual or Employer landing page

Local Employer Sites - Search Criteria - Area:

Area (click to change): [Sacramento County, CA](#)

Menu Preferences:

Configure what menu groupings appear, the order in which they display and if they are expanded or collapsed, [Menu Configuration](#).

Summary Landing Page:

☐ Personal Profile - General Information Tab

☐ General Profile - Summary Tab

☐ Personal Profile - Background Tab

☐ General Profile - Case Notes Tab

☐ Personal Profile - Activities Tab

☐ General Profile - Activities (Staff) Tab

☐ General Profile - Add Single WP Service Tab

☐ Employment Plan - Resumés Tab

☐ General Profile - Add Multiple WP Services Tab

☐ Employment Plan - Job Applications Tab

☐ General Profile - Documents (Staff) Tab

☐ Employment Plan - Online Applications Tab

☐ Case Management - Plan Tab

☐ Employment Plan - Virtual Recruiter Tab

☐ Case Management - Assessments Tab

☐ Employment Plan - Employment Strategy Tab

Detail Landing Page:

☐ Personal Profile - General Information Tab

☐ General Profile - Summary Tab

☐ Personal Profile - Background Tab

☐ General Profile - Case Notes Tab

☐ Personal Profile - Activities Tab

☐ General Profile - Activities (Staff) Tab

☐ General Profile - Add Single WP Service Tab

☐ Employment Plan - Resumés Tab

☐ General Profile - Add Multiple WP Services Tab

☐ Employment Plan - Job Applications Tab

☐ General Profile - Documents (Staff) Tab

☐ Employment Plan - Online Applications Tab

☐ Case Management - Plan Tab

☐ Employment Plan - Virtual Recruiter Tab

☐ Case Management - Assessments Tab

☐ Employment Plan - Employment Strategy Tab

My Staff Account – Set Default Area

Case Notes Sort Order

Individual:	<input type="text" value="None Selected"/>
Employer:	<input type="text" value="None Selected"/>
Provider:	<input type="text" value="None Selected"/>

Auto Assist options for Individuals or Employers:

- ☐ When Searching for Individuals or Employers results in one record, display the search result list
- ☐ When Searching for Individuals or Employers results in one record, go directly to Individual or Employer landing page

Local Employer Sites - Search Criteria - Area:

Area (click to change): [California](#)

Select New Area:

<input type="text" value="State"/>	<input type="text" value="California"/>
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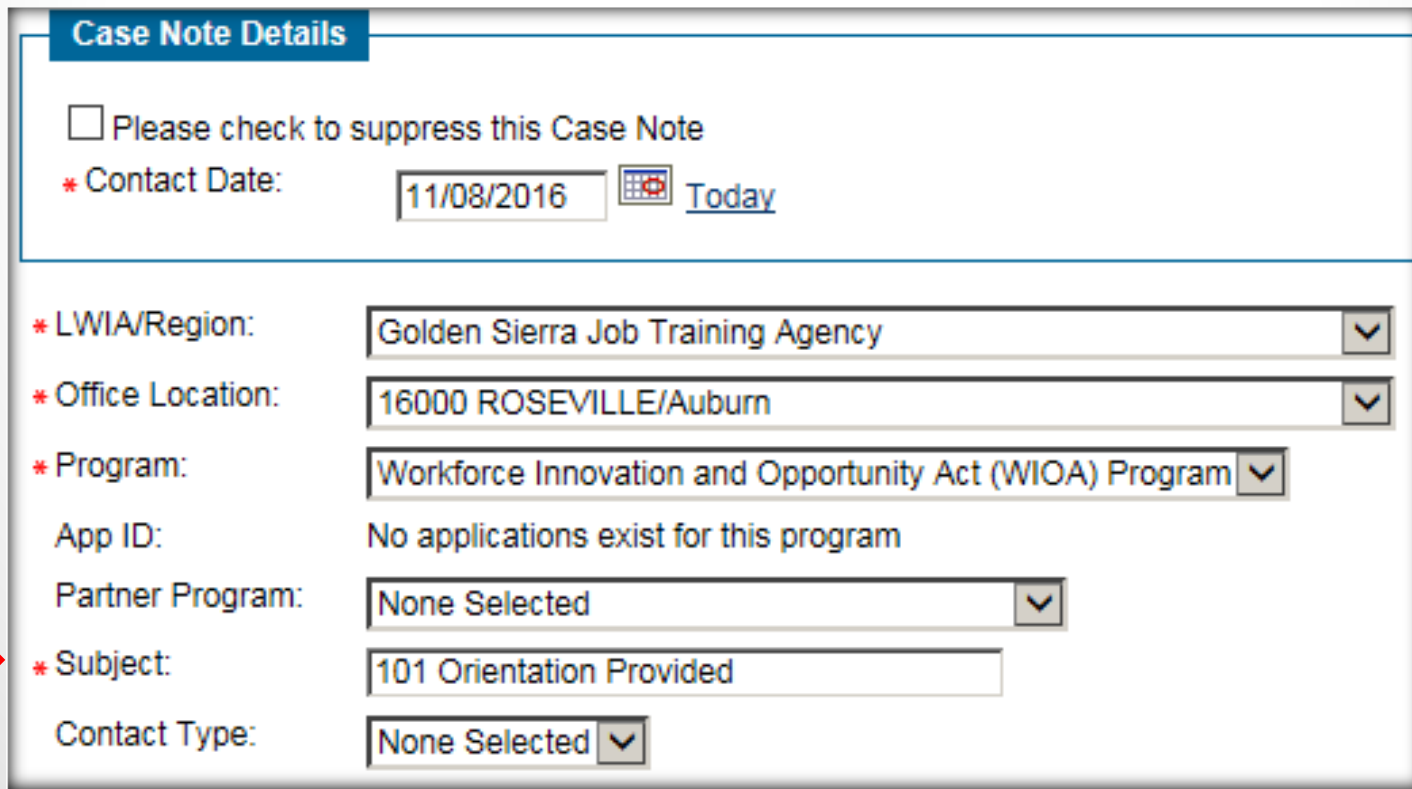
Menu Preferences:

Configure what menu groupings appear, the order in which they display and if they are expanded or collapsed, [Menu Configuration](#).




Case Notes – Service Code in the Name

- Title case note template or subject *with the service code number*.
- Easier search: Case Note Reports



Case Note Details

☐ Please check to suppress this Case Note

* Contact Date: 11/08/2016  [Today](#)

* LWIA/Region: Golden Sierra Job Training Agency ▼

* Office Location: 16000 ROSEVILLE/Auburn ▼

* Program: Workforce Innovation and Opportunity Act (WIOA) Program ▼

App ID: No applications exist for this program

Partner Program: None Selected ▼

* Subject: 101 Orientation Provided

Contact Type: None Selected ▼

A red arrow points to the Subject field.

Reports – Scheduling Recurrence


- Saved Report
- Find in My Reports

Welcome to My Reports. Please select from one of the links below to load a previously saved report.

☐ My Reports:

Report Description	Action
List Test	Update Filters Display Report Edit Delete Schedule

☐ Scheduled My Reports:

Report Description	Create Date	Scheduled	Status	View	Action
List Test		Weekly - Thu			Delete

Summary Reports

Summary Reports

Dashboards

Display Dashboard Reports

Executive

Display Executive Summary Reports

Master Summary

Display Master Summary Reports

Trend


Display Trend Reports

Master Summary:

Advanced

- [Master Summary](#)
- [Master Summary by LWIA](#)
- [Master Summary by Office](#)
- [Staff Activity Summary](#)
- [Programs Summary](#)
- [Detail Master Summary](#)
- [Detail Master Summary by LWIA](#)
- [Detail Master Summary by Office](#)
- [Activity Trend](#)

Events Calendar – Correct a Mistake

Management View 

Event Name	Event Type	Status	Action
Resume Workshop Nov. 10, 2016	One Time <i>On 11/10/2016 from 8:00 AM to 5:00 PM</i>	Inactive	Activate Edit
Resume Workshop	One Time <i>On 9/1/2009 from 9:30 AM to 10:30 AM</i>	Expired	Inactivate Edit
Resume Workshop	One Time <i>On 10/20/2009 from 9:30 AM to 10:30 AM</i>	Expired	Inactivate Edit

Management View

Event Name	Event Type	Status	Action
Resume Workshop Nov. 10, 2016	One Time <i>On 11/10/2016 from 8:00 AM to 5:00 PM</i>	Active	Inactivate Edit
Resume Workshop	One Time <i>On 9/1/2009 from 9:30 AM to 10:30 AM</i>	Expired	Inactivate Edit
Resume Workshop	One Time <i>On 10/20/2009 from 9:30 AM to 10:30 AM</i>	Expired	Inactivate Edit

Search for Individual – More Search Options

Assigned LWIA / One Stop

LWIA/Region:

None Selected

..... One Stop Location:

..... Select an LWIA/Region

[[More Search Options](#)]

Activity/Service Criteria

Activity/Service Received:

None Selected

Date Range Activity/Service Received

From:  To: 

[[Top](#) | [Search](#) | [Bottom](#)]

Projected End Date Criteria

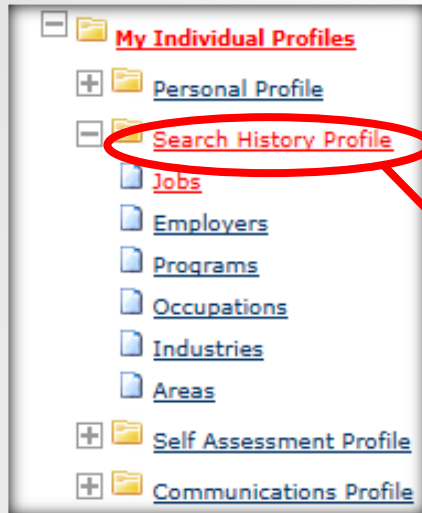
Activity/Service Received:

None Selected

Date Range Activity/Service Projected End

From:  To: 

Search History – Job Seekers



Jobs	Employers	Programs	Occupations	Industries	Areas
<p>For help click the question mark icon.</p> <p>Your most recent job search took place on Wednesday, November 9</p> <p>Show Filter Criteria</p>					
Job Title	Occupation	Source	View Date	Application Date	Select
Cook	Cooks, Fast Food	★	11/9/2016		<input type="checkbox"/>

Search History – Employers



Viewed Resumes	Programs	Occupations	Industries	Areas
<p>For help click the question mark icon.</p> <p>Show Filter Criteria</p> <p>To sort on any column, click a column title.</p>				
Resume Title	Candidate	Last Viewed	Action	Select
Accountant	Kellie Day	10/11/2016	View History	<input type="checkbox"/>

Case Summary - Staff Assisted

My Individual Profiles

Personal Profile

Search History Profile

Self Assessment Profile

Communications Profile

My Individual Plans

Employment Plan Profile

Training Plan Profile

Benefits Plan Profile

Financial Plan Profile

Staff Profiles

General Profile

Summary

Case Notes

Activities

Documents (Staff)

Case Management Profile

Case Summary

Programs

Plan

Assessments

Report Profile

Case Summary

Programs

Plan

Assessments

Case Summary

Chronological Case History

Individual Information

Verification Summary

Staff Assisted Summary

Show/Hide Filter Criteria

Staff User	Begin	End	Entry	Total Time
Rose , Rianna	11/9/2016 9:43:35 AM	N/A	SYSTEM	00:00
Rose , Rianna	11/9/2016 9:43:19 AM	11/9/2016 9:43:34 AM	SYSTEM	00:00:15
Rose , Rianna	11/8/2016 4:22:11 PM	N/A	SYSTEM	00:00

Staff Resource


- Staff Online Courseware  Learning Center.

Welcome to the Learning Center. Please select a training video from the titles listed below. Audio is used in these videos, so speakers are recommended.

[General Courses](#) | [Staff Courses](#) | [Individual Courses](#) | [Employer Courses](#) | [Provider Courses](#)

General Courses

[How to use these videos](#) - (1:00) Learn how to use the video player to view the training videos. There are various control options available to help you manage these self-paced tutorials.

[How to Conduct an Occupation Search](#) - (3:52) Learn how to search for and select a desired occupation. The system uses the O*NET program, the nation's primary source of detailed occupational information. [Transcript](#) 

[How to Conduct an Industry Search](#) - (2:30) Learn how to search for and select a desired industry using the North American Industry Classification System (NAICS). Federal statistical agencies employ this standard to classify business establishments. [Transcript](#) 